

ADODR/COR/COTR CERTIFICATION

Please complete Sections A & B, sign in Section C, and return by mail to the address listed at the bottom of the form within 14 workdays. Should you have any questions, please contact the Ethics Office on 301-504-1467 or 301-504-1472.

SECTION A

Name:

Phone #:

Area/Location/Division Name:

Agreement or Contract #:

Expiration Date:

Name of Contractor or Cooperating Organization:

SECTION B

Have you filed either a Confidential Financial Disclosure Report (OGE-450) or a Public Financial Disclosure Report (AD-278) within the last 365 days? ☐ YES ☐ NO

NOTE: All ADODRS are required to file a financial disclosure report. Only CORs and COTRs grades 13 or above are required to file a financial disclosure report.

SECTION C

I understand that Federal employees must avoid official work that could create a conflict of interest environment. This prohibition is specified by Title 18 U.S. Code Section 208 which prohibits a Federal employee from participating personally and substantially as a Government officer or employee on Government matters that they, their spouse, minor child, general partner, organization in which they serve as officer, director, trustee, general partner or employee, or any person or organization with whom they are negotiating or have any arrangement concerning prospective employment, have a financial interest.

I hereby certify that I understand the above prohibition and further, that I understand that the above prohibitive environment specifically includes those situation where a USDA employee serves as a Contracting Officer's Representative, Contracting Officer's Technical Representative, or Authorized Departmental Officer's Designated Representative. I further understand that I must avoid serving in the above appointments where a financial interest with a contractor, its subsidiaries, or a cooperating office exists.

(Signature)

(Date)

Please return this form to: USDA-REE-ARS-HRD-ERB
REE Ethics Office
Mail Stop 5102
5601 Sunnyside Avenue, Room 3-1168
Beltsville, MD 20705-5102